



# Shetland Community Programme

## Terms and Conditions

### 1 Validity

Your grant must be claimed according to the timescale detailed in the letter of award. If some of the grant remains unclaimed, or if the project or event remains substantially incomplete at the expected conclusion date, Highland 2007 reserves the right to withdraw the offer.

Please complete and return the enclosed Project Bank Details (BACS) Form. Please contact us should you wish to discuss alternative arrangements.

A sum equivalent to 10% of the total grant will be retained until your completed Highland 2007 project/event questionnaire is received.

### 2 Purpose of award

All awards must be used for the purpose for which they were allocated. If the project or event is materially different from that for which the grant was approved, the award will not be paid or will be re-claimed unless any changes have been agreed in advance and confirmed in writing.

### 5 Monitoring

#### 5.1 Financial monitoring

You must keep sound and appropriate financial records, including original invoices and bank statements showing the various transactions relating to your project or event. A representative of the Highland 2007 team, or an auditor acting on behalf of Highland 2007 or one of its funding partners, may wish to visit you as part of our monitoring process and you should be able to make all project records available. Please do not dispose of any records for at least three years from payment of the final grant installment.

You may also be asked to show how you made best use of the grant and in particular what steps you took to get the best prices for goods and services. Please note that for large capital projects, in particular, you may wish to follow a competitive tendering procedure.

Should you have any queries about this please contact the Highland 2007 office.

### 3 Claims

The grant is awarded on the basis of "not in advance of need", which means that you may claim as expense is incurred. You will have to provide evidence that the grant, or part of it, is actually needed e.g. that an invoice or cost has been received or incurred and that the grant is required to pay that invoice. Claims should be submitted for a minimum of £100 unless exceptional circumstances apply and there is prior agreement with HIE Shetland.

#### 5.2 Highland 2007 project/event questionnaire

Highland 2007 is required to monitor the success of its activities. We require you to assist us in doing so by completing the Highland 2007 project/event questionnaire.

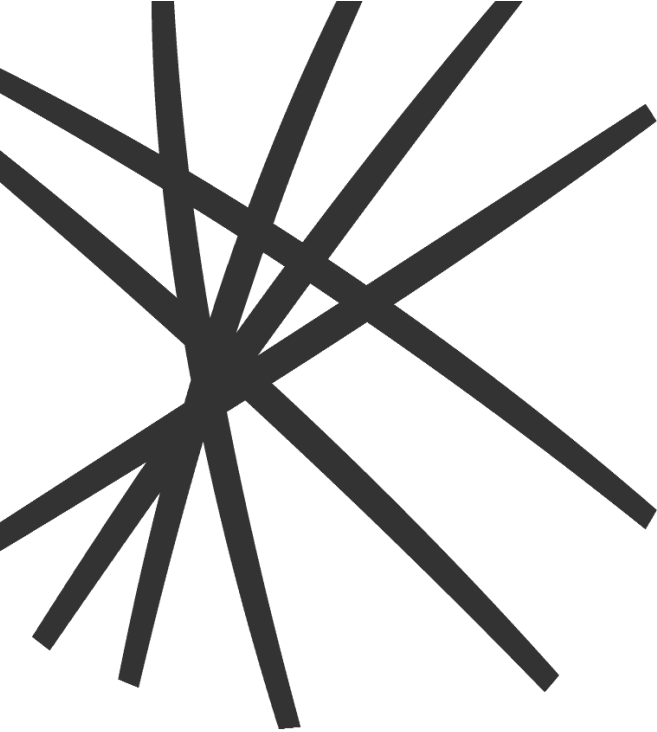
### 4 Payments

HIE Shetland intends to make award payments by Bank Automated Clearing System (BACS) and to send you the BACS remittance advice by email. The following are the main benefits of BACS payment:

- Cleared funds are available on the day you receive payment.
- There is no possibility of cheques getting lost or delayed in the post.
- It saves the time and trouble of paying cheques into a bank account.
- Accounting procedures are simplified and administrative costs reduced.

### 6 Consents and Permissions

Successful applicants will be responsible for obtaining all necessary consents, permissions or licences that are required for their event or project.



## **7 Publicity**

Successful applicants will be required to acknowledge the support of Highland 2007 by using the Highland 2007 logo on all relevant publicity material. Full details are given in the Publicity Guidelines. Should you have any queries relating to the use of publicity materials or the correct use of logos, please contact Alison Bell at Highland 2007 on 01463 702007.

## **8 The Booth**

The Booth is a new way for promoters in the Highlands and Islands to sell tickets for events via the internet ([www.thebooth.co.uk](http://www.thebooth.co.uk)). You are encouraged to use this service to enhance your event. This will incur a small administration fee. For details contact Fiona Carr, Box Office Manager of The Booth on 01463 720891 or email [info@thebooth.co.uk](mailto:info@thebooth.co.uk).

## **9 Social inclusion and equal opportunities**

Highland 2007 recommends that successful applicants operate policies on social inclusion and equal opportunities in line with Shetland Islands Council policies.

## **10 Child Protection Policy**

Highland 2007 will only provide funding for groups which have substantial access to children if they have adopted the Shetland Islands Council Child Protection Policy. Grant aided organisations which hire out their facilities must also check that the relevant groups have an appropriate policy in place.

## **11 Further Information**

For further information on any of these terms and conditions contact:

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